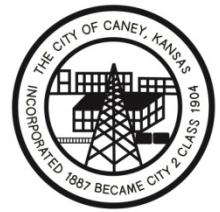


Fee: \$10.00
Date: _____



City of Caney

Application for Building Permit

Owner: _____

Address: _____

Phone: _____

Project: _____ (please sketch on back).

Used for:

_____.

Dimensions: _____ ft. wide by _____ ft. long.

Constructed of _____

Will project require a curb cut? No ___ Yes ___ (if yes show curb cut on sketch)

When will this project be completed? _____

Estimated cost of Project: _____

Contractor: _____

Address: _____

Contact Made: Y or N

Approved _____ Not Approved _____

Officer _____ Date _____

Fee: \$10.00

Date: _____

Please draw picture here.

Approved _____ Not Approved _____

Officer _____ Date _____

Building Permit Procedures

- Residents must come to City Hall to obtain a building permit application.
- Applicants are issued by the office of the City Clerk.
- Building permits are required any time there is new construction or any time the footprint of an existing building will be changed. This includes adding or replacing fences, sheds, carports, garages (attached or free standing), etc.
- The application form must be completed in its entirety before the site will be reviewed or application signed by the Code Enforcement Officer. Incomplete applications will be returned to the application.
- On the reverse side of the application form, a diagram of work to be performed must be shown. Be sure to include the number of feet from a road, alley, adjoining property, etc. that the work will take place.
- Completed applications along with the \$10 fee are to be returned to the office of the City Clerk.
- Work may not commence until after the application is reviewed and signed by the Code Enforcement Officer. Applicant will be notified when the permit is approved and construction may commence. This may not happen the same day that the completed application is delivered to the Office of the City Clerk. Under normal circumstances, applicant will be notified within 10 days.
- Upon approval, the City will issue a building permit for work to be done as spelled out on the application form.
- The building permit is valid for 180 days from the date of issuance. Work must be started within that time.

